



Posted 11/25/2015 JW  
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CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
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**STATE OF DELAWARE  
REAL ESTATE COMMISSION**

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**PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE**

**MEETING DATE AND TIME: Thursday, December 3, 2015 at 9:30 a.m.**

**PLACE: Division of Professional Regulation  
861 Silver Lake Boulevard, Cannon Building  
Second Floor Conference Room A  
Dover, Delaware**

**AMENDED AGENDA  
(Amended items are noted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
  - 2.1 Meeting Minutes – November 5, 2015
- 3.0 Unfinished Business
  - 3.1 Review Final Draft of Proposed Guidelines Addressing Online Pre-Licensing Courses
  - 3.2 Discussion Regarding Potential Revisions to Broker's Course Outline
  - 3.3 Review Previously Tabled Instructor Application for Claire McLaughlin
- 4.0 New Business
  - 4.1 Update from the Commission
  - 4.2 Review of Course Provider Applications
    - 4.2.1 Course Provider: Long & Foster Institute of Real Estate
      - 4.2.1.1 Course Title: Real Estate Tax Considerations  
Credit Hours: 3.0  
Module: 6
    - 4.2.2 Course Provider: McKissock, LLC
      - 4.2.2.1 Course Title: Demystifying Appraisals  
Credit Hours: 3.0  
Module: 7
    - 4.2.3 Course Provider: The CE Shop, Inc.
      - 4.2.3.1 Course Title: Delaware Agency & Fair Housing  
Credit Hours: 3.0  
Module: 1

\*4.2.4 Course Provider: Ward & Taylor, LLC

4.2.4.1 Course Title: Be a Hero to Your Client  
Credit Hours: 3.0  
Module: 3 or 6

4.2.4.2 Course Title: 50 Shades of Contracts: An Advanced Look at the Agreement of Sale  
Credit Hours: 3.0  
Module: 3

4.3 Review of Instructor Applications

4.3.1 Kenneth Feaster

Continuing Education: Modules 1; 3; 5; 6; & 7 – How to Have a Smooth Settlement

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Legal & Governmental Aspects of Real Estate

4.3.2 Andrea Selvaggio

Continuing Education: Module 7 – Psychology of People when Buying and Selling Real Estate

Pre-Licensing Course: Orientation

4.3.3 Edward Tarlov

Continuing Education: Modules 1; 3; 5; 6 & 7 – How to Have a Smooth Settlement; Laws, Statutes & Contracts; Real Estate Tax Implications

Pre-Licensing Course: Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate; Real Estate Investment

\*4.3.4 Audrey Brodie

Continuing Education: New Licensee Modules 1; 3 & 4; Continuing Education Module 7 – How to Satisfy Difficult Customers; Property Management; Listening & Communication Skills; Maintaining a Positive Attitude

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Request for Approval of Continuing Education

4.4.1 Student Name: Donald Catulano  
Course Title: 2015 SIOR Fall World Conference  
Course Provider: SIOR  
Credit Hours: 6.0

5.0 Correspondence

5.1 Review Correspondence Regarding Concerns with Pre-Licensing Course Provider

- 6.0 Other Business before the Committee (for discussion only)
- 7.0 Public Comment
- 8.0 Next Meeting – January 7, 2016 at 9:30 a.m.
- 9.0 Adjournment

**Please Take Note:** To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

**MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.**